

**CONFIDENTIAL****RESTRICTED**  
SECURITY INFORMATION

Executive Order 11652

4-6802

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MEMORANDUM FOR: Chief, Logistics Office

SUBJECT : Overtime Work by Agency Chauffeur Personnel

1. The budgetary limitations placed upon the Agency for the Fiscal Year 1954 for personal services requires that every segment of the Agency carefully control the hours of overtime worked by employees.

2. A review of the chauffeur personnel indicates that the overtime for these employees has been generally high. In order to reduce the payment of overtime to the essential minimum, chauffeur personnel are expected to report to the Agency Garage at 8:30 A.M. and to their established station by 8:45 A.M. At the close of the day chauffeur personnel should, when possible, be released at 4:45 P.M. to allow time for their return to the Garage by 5:00 P.M.

3. The Agency Motor Pool is staffed to provide service at night, Saturdays, Sundays, and holidays by regular "shift" personnel and should be utilized where possible in lieu of having regular chauffeurs called in on an overtime basis.

4. Overtime duty may be authorized for chauffeurs when, in the judgment of the head of the office, the official business of the Agency requires it. In accordance with Regulation No. [REDACTED] office heads will certify as to the hours of overtime worked by chauffeur personnel servicing their requests.

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25X1A9A 5. The following is a summary of the hours of overtime worked by Chauffeur [REDACTED] for the pay periods indicated:

Hours	Hours	Hours
2 - 15 August	16 - 29 August	30 - 12 September

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15

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24-28 Aug.

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mt. 17-21 Aug.

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Class. Changed To:	TS S C
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L. K. WHITE  
Acting Deputy Director  
(Administration)

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